

CORRESPONDENCE MANUAL

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FOREWORD

A great deal of the business of the Central Intelligence Agency is done through correspondence and this, of course, becomes the written record. To do an efficient job of maintaining a thorough and complete record, it is essential that the procedures for the preparation of official correspondence be uniform, and that the styling, routing, and filing of it be done according to a given pattern or plan.

The purpose of this Manual, therefore, is to present, in a simple way, these rules and regulations to the secretarial and stenographic personnel of the Agency. There is really nothing difficult about any of the procedures, and with a little study and practice they are easily mastered. The instructions given here are only general in scope, and do not cover all cases. Should special problems arise, they should be brought to the attention of the immediate supervisor or Administrative Officer for a solution.

GENERAL

Style

In the preparation of official CIA correspondence, the memorandum form or the letter form is used.

Stationery

The following types of stationery are used:

- CIA Letterhead (bond)
- Thin CIA Letterhead (tissue)
- CIA Letterhead (Office of the Director) (bond)
- Thin CIA Letterhead (Office of the Director) (tissue)
- CIA Letterhead (Office of Deputy Director of Central Intelligence)
- Thin CIA Letterhead (Office of Deputy Director of Central Intelligence)
- Standard Form No. 64 (Office Memorandum-U.S. Government)
- Plain Bond
- Plain Thin White Tissue
- Plain Thin Yellow Tissue

CIA Letterhead (bond)

The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency.

When such correspondence is prepared for the signature of the Director of Central Intelligence, the CIA Letterhead (Office of the Director) is used. When "outside" correspondence is prepared for the signature of the Deputy Director of Central Intelligence, the CIA Letterhead (Office of Deputy Director of Central Intelligence) is used.

Thin CIA Letterhead (tissue)

The thin CIA Letterhead is always used for the:

1. "Courtesy" copy (sometimes called "duplicate copy") to accompany the original on a CIA Letterhead.
2. Information copy, if one is to be sent to another addressee outside the Agency.
3. Copies of "multiple addressee" memoranda sent outside the Agency. (A "multiple addressee" memorandum is a memorandum addressed to a list of two or more officials. This type of memorandum is a timesaver, and when used it is necessary to prepare a copy for each addressee listed.)

Thin CIA Letterhead (Office of the Director) (tissue)

This letterhead is used when the original is prepared on the CIA Letterhead (Office of the Director) and for the same purposes stated in the preceding paragraph.

Thin CIA Letterhead (Office of Deputy Director of Central Intelligence) (tissue)

This letterhead is used when the original is prepared on the CIA Letterhead (Office of Deputy Director of Central Intelligence) and for the same purposes stated above.

Plain Bond

This paper is used only when addressing memoranda to the Director of Central Intelligence or to his four Deputies, and when writing to two or more officials within the Agency (multiple addressee), and for second sheets.

Standard Form No. 64 (Office Memorandum-U.S. Government)

This form is used when addressing memoranda to all officials within CIA, with the exception of the Director of Central Intelligence and his four Deputies. It is also used when writing informally to officials of other Government agencies or departments.

Plain Thin White Tissue

Plain thin white tissue is used for the:

1. Information copy, if one is to be sent to another addressee within the Agency.
2. File copy.
3. Copies of "multiple addressee" memoranda sent to officials within the Agency.
4. Extra copies, as required.

Plain Thin Yellow Tissue

Plain thin yellow tissue is the Administrative Files copy. (The color is used simply to identify it as the CIA file copy.)

Number of Copies Required

- Original - For dispatch.
- 1 - Thin CIA Letterhead tissue (or CIA Letterhead-Office of the Director; or, CIA Letterhead-Office of Deputy Director of Central Intelligence.) - "Courtesy" copy to be forwarded with the original, if the addressee is a Member of Congress, or an official of another Government agency or department.
- 1 - Thin CIA Letterhead tissue (or CIA Letterhead-Office of the Director; or, CIA Letterhead-Office of Deputy Director of Central Intelligence.) - Information copy (if necessary) to be sent to another addressee outside the Agency.
- 1 - Plain thin white - Information copy (if necessary) to be sent to another addressee within the Agency.
- 1 - Plain thin white tissue - For the signing official. (Two thin white copies, if the signer is the Director of Central Intelligence or the Deputy Director of Central Intelligence.)
- 1 - Plain thin white tissue - Copy for return to the originating office to indicate the date on which correspondence was signed and dispatched.
- 1 - Plain thin yellow tissue - Administrative Files copy.
- Extra copies - Additional thin white copies as may be required by individual offices.
- Multiple Addressee Memoranda -
 - 1. Original on appropriate CIA Letterhead, with a thin white letterhead for each addressee, when sent outside the Agency.
 - 2. Original on plain bond, with plain thin white for each addressee, when sent within the Agency.
 - 3. Additional thin whites required for file and other copies.

Margins

Margins are set to give a "framed picture" appearance to memoranda and letters. However, margins are never to be less than $1\frac{1}{2}$ inches.

Date

The date is placed in accordance with the length of the letter or memorandum, flush with the upper right-hand margin, and is written in this sequence - day, month, year - as, 15 January 1952.

The date is omitted when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies. It is placed by the Executive Registry when the correspondence has been signed and is ready for dispatch.

Heading of a Memorandum

The heading of a memorandum is begun five lines below the date line.

Address of a Letter

The address of a letter is written five lines below the date line.

Salutation

The salutation is typed two lines below the address of a letter. The memorandum has no salutation.

Body

In the memorandum, the body is begun four lines below the last line of the heading, while in the letter, the message is started two lines below the salutation.

Line Spacing

The body of correspondence is single spaced. However, if the text is less than eight lines, double spacing is used. In both instances, double spacing is used between paragraphs. (NOTE: In memoranda addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.)

Paragraphing

Paragraphs are indented five spaces. They are separated by a double space.

Paragraphs of memoranda. When a memorandum is but one paragraph in length, the paragraph is not numbered, but subparagraphs are lettered. If the memorandum is two or more paragraphs in length, the paragraphs are numbered consecutively with Arabic numerals. The pattern for paragraphing is as follows:

1.
.....
 a.

 (1)

 (a)

 1.

 a.

Exception: In memoranda addressed to the President of the United States, paragraphs are not numbered.

Paragraphs of letters. In letters, paragraphs are not numbered.

Command Line

The command line, or the authority line, is "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:" It is used only on the memorandum form, and when the individual signing the correspondence has been delegated authority to do so for the Director of Central Intelligence. The command line is indented five spaces from the left-hand margin, typed in all caps, and is followed by a colon.

Complimentary Close

The complimentary close is used only in the writing of letters. It is typed two or three spaces to the right of the center of the page. No complimentary close is used in the writing of memoranda.

Signature

On memoranda, the signature is typed five or six lines below the last line of the body, or the command line, if there is one. The name is written two or three spaces to the right of the center of the page in all caps. The title is centered in respect to it, and is typed in initial caps. When Standard Form No. 64 (Office Memorandum-U.S. Government) is used, the title appears in the heading on the "From" line. Therefore, it is omitted at the close when this form is used.

On letters, the signature is typed five or six lines below, and flush with, the complimentary close. The name is written in initial caps only. The title is centered in respect to the name, in initial caps.

Enclosures

The number of enclosures is typed two lines below the signature and flush with the left-hand margin, on the original and all carbons. Indented two spaces and one line down, each enclosure is listed by number and briefly described. If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. For example,

2 Enclosures

1. Form No. 37-3 (dup)
2. Form No. 38-1 (trip)

Information Copies

Information copies and the officials to whom they are addressed are indicated flush with the left-hand margin, and two lines below the last written line of a memorandum or letter. (Signature line or enclosures listing.) This notation always appears on all the carbons retained in the Agency. However, if it is the desire of the dictating official, the notation is made on the original and courtesy copy, if there is one. For example,

cc: Personnel Director
cc: Chief, Administrative Services

Identification Initials

The identification initials consist of the office designation, or symbol, the writer's and the secretary's initials. Following the initials and on the same line, the date is typed in parentheses, as, OCD/ABC:xyz (15 January 1952). In memoranda addressed to officials within the Agency (with the exception of the Director of Central Intelligence and his four Deputies) the identifications are typed on the original and all the carbons. In memoranda and letters addressed outside the Agency, the identifications are typed only on the carbons remaining in CIA. They never appear on originals, "courtesy" copies, or information copies.

Distribution

Distribution of the various copies of correspondence is noted on all carbons retained in the Agency. For example,

- 1- DD/A (signer's copy)
- 1- Return to Organization and Methods Service
- 1- Administrative Files

Continuations

The body of memoranda or letters is continued at least eight lines below the top of the page.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence appear on each page. In no case is a word divided between two pages.

If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

Page Numbering

No number is placed on the first page. Subsequent pages are numbered consecutively with Arabic numerals. The number is centered and typed about one inch above the bottom of the sheet, as, -2-.

Classification

The classification is stamped as specified in the current CIA Security Regulations.

Envelopes

When envelopes are necessary, they are prepared in accordance with the existing CIA Security Regulations.

Receipts

Receipts, when necessary, are prepared as required by the CIA Security Regulations.

Routing Slips

The official routing slips (Nos. 36-8 and No. 30-4) are used when correspondence is referred through one official to another. They are also used at times for the transmission of informal comments on the basic correspondence. It is unnecessary to use routing slips to transmit correspondence from one office to another. Chain envelopes are used for this purpose.

THE MEMORANDUM

When to Use the Memorandum Form

When addressing the following, the memorandum form is used and is prepared on a CIA Letterhead (or CIA Letterhead-Office of the Director):

1. The President of the United States
2. Officials of the National Security Council (NSC)
3. The Intelligence Advisory Committee (IAC) (or to individual member Agencies of the Committee)
4. The National Security Resources Board (NSRB)
5. Other Government agencies, if the incoming correspondence was in memorandum form.

The memorandum form is used when addressing the following, and it is prepared on plain bond paper. (This is the only instance in which plain bond paper is used.):

1. The Director of Central Intelligence
2. The Deputy Director of Central Intelligence
3. The Deputy Director (Administration)
4. The Deputy Director (Plans)
5. The Deputy Director (Intelligence)
6. Multiple addressees.

When corresponding with the following, the memorandum form is used, and prepared on the Standard Form No. 64 (Office Memorandum-U.S. Government):

1. All officials of CIA in Washington, with the exception of those listed in the immediately preceding paragraph.
2. All officials of CIA in the U.S. Field.
3. Other Government agencies, informally.

How to Prepare a Memorandum on Letterhead or Plain Bond Paper

Keeping in mind the "framed picture" appearance, the margins are set accordingly.

Place the date (if it is to be entered) in accordance with the length of the memorandum in the upper right-hand corner and flush with the margin.

Dropping five lines from the date, the headings MEMORANDUM FOR, SUBJECT, and REFERENCE, ATTENTION or THRU lines are typed in all caps, block form, and flush with the left-hand margin. The addressee, the subject proper, and the reference are typed in lower case, initial caps, and separated by two lines. For example,

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Change of Office Hours

REFERENCE: Budget Circular No. 10 dtd 1 May 1951

or,

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION: Assistant Deputy Director (General)

SUBJECT: Change in Office Hours

or,

MEMORANDUM FOR: Deputy Director (Administration)

THRU: The Comptroller

SUBJECT: Change in Office Hours

(In this instance, an extra copy is forwarded with the original for the files of the Comptroller, if he so desires to retain a copy.)

In the preparation of "multiple addressee" memoranda, the addressees are listed, block form, following the heading MEMORANDUM FOR. The remainder of the heading is completed in the usual way.

For example,

MEMORANDUM FOR: The Comptroller
Personnel Director
Chief, Administrative Services
Chief, Organization and Methods Service

SUBJECT:  Change in Office Hours

(In this instance, a carbon is prepared for each addressee listed.)

The body of the memorandum is begun four lines below the last line of the heading. Single spacing is used, except when the memorandum is very short, in which case double spacing is permissible. (NOTE: In memoranda addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.) Paragraphing is as described under General.

The command line, if one is used, is indented five spaces and typed two lines below the last line of the body.

The signature is typed five or six lines below the command line. It is written in all caps two or three spaces to right of the center of the page. The title is typed one line below the signature and is centered in respect to it.

Enclosures are listed two lines below the signature and title. These appear on the original and all carbons.

Information copies are indicated two lines below the last written line, which may be the signature line or the enclosures listing. The notation is made on all carbons retained in the Agency; however, if the dictator so directs, it is also noted on the original and "courtesy" copy.

Dropping two lines, the identifying office symbol, initials and date are typed. In memoranda addressed to officials within the Agency, the identifications are typed on the original and all carbons, except when addressing the Director of Central Intelligence or his four Deputies. In these exceptions they appear on carbons only. In memoranda and letters addressed outside the Agency, the identifications are typed on carbons remaining in CIA. They never appear on originals or "courtesy" copies.

Page numbering. The first page is not numbered; however, subsequent pages are numbered consecutively with Arabic numerals. The number is centered and typed one inch or so above the bottom of the sheet.

Stamp the classification, if there is one, following the prescribed CIA Security Regulations.

Prepare routing slip, receipt and envelopes, if they are necessary.

How to Prepare a Memorandum on Standard Form No. 64

Type the addressee in initial caps following the TO heading.

The date is entered on the DATE line.

The official's title is entered following the FROM heading in initial caps.

Type the subject in initial caps following the word SUBJECT.

An ATTENTION line or a THRU line, if desired, may be added one line below the TO line.

A REFERENCE line if needed is typed two lines below the SUBJECT line.

The following are examples of the different styles of headings for the Form No. 64:

TO: Assistant Deputy Director (Administration)
FROM: Personnel Director
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director
THRU: Comptroller
FROM: Chief, Organization and Methods Service
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director
ATTN: Chief, Classification Division
FROM: Chief, Organization and Methods Service
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director
FROM: Chief, Organization and Methods Service
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951
REFERENCE: Memo dtd 18 June 1951 fr Personnel Director to Chief,
Organization and Methods Service

The body of the memorandum is started four lines below the last line of the heading. It is single spaced except when the memorandum is very short, in which case it is permissible to use double spacing. The rules for paragraphing are followed as prescribed under GENERAL.

The short Memorandum Form No. 64 is used if the body of the memorandum is short.

The command line (if one is used) is indented five spaces and typed in all caps two lines below the last line of the body.

The signature follows five or six lines below and is typed in all caps. Since the title appears in the heading, it is omitted at the close.

Enclosures are listed two lines below the signature and title, and typed flush with the left-hand margin. They appear on the original and all copies.

Information copies are indicated two lines below the last written line, which may be the signature line or the enclosures listing. The notation is made on all carbons retained in the Agency; however, if the dictator so directs, it is also noted on the original and "courtesy" copy.

Dropping two lines, the office symbol and identifying initials and date are typed on the original and all carbons of memoranda addressed to officials within the Agency. However, they are omitted on the original and "courtesy" copy when addressing the Director of Central Intelligence or his four Deputies, and also when addressing officials of other Government agencies and departments.

Page numbering. The first page is not numbered; however, subsequent pages are numbered consecutively with Arabic numerals, and centered one inch or so above the bottom of the page.

Place classification following the prescribed regulations. (CIA Security Regulations.)

Prepare routing slip, receipt, and envelope, if necessary.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 September 1951

MEMORANDUM FOR: Director of Personnel
National Security Council

25X1A

ATTENTION:



SUBJECT: Clerical Training Program

1. This Agency is in the process of establishing a clerical training program. In view of the fact that your organization has had a similar program in effect for some time, it is felt that one of your training officers could be of assistance to us in setting up our courses. A tentative schedule of courses is enclosed.

2. It would be appreciated if you would send us the name and the telephone extension of this individual, so that we may contact him.

JOHN R. DOE
Director of Training

1 Encl.
Tentative Schedule

} Typed on original
} and all carbons.

O/TR/JRD:xyz (date dictated)

}

Distribution:

- 1 - Admin. Files (yellow)
- 1 - Personnel
- 1 - Pool

} Typed on all carbons,
} except the "courtesy"
} copy.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 September 1951

MEMORANDUM FOR: Director
Federal Bureau of Investigation

ATTENTION: Mr. C. D. Long

SUBJECT: Letter from [redacted]
Selbyville, Kentucky

25X1A

1. The attached communication is referred to
your office for such action as may be necessary.

2. The writer has been notified of this refer-
ence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN R. DOE
Colonel, GSC
Security Officer

25X1A 1 Encl.)
 Ltr dtd 30 May 1951) Typed on original and
 fr [redacted]) all carbons.

OS/JRD:xyz (date dictated))
Distribution:)
 Orig. and 1 - Addressee) Typed on all carbons,
 1 - Admin. Files (yellow)) except on the "courtesy"
 1 - SCS) copy.
 1 - Chrono)

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE
Assistant Director
Collection and Dissemination

OCD/JRD:xyz (date dictated))	
)	
Distribution:)	Typed on carbons only.
1 - Chrono)	
1 - Admin. Files (yellow))	

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Asst. Deputy Director (Administration) (General)
SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of
OCD were queried as to their desires in changing the present
office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed
the change was influenced by the fact that the present working
hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the
office hours of the IAC agencies.

JOHN R. DOE
Assistant Director
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

- 1 - ADD/A/G
- 1 - Admin. Files (yellow)
- 1 - Chrono

)
)
) Typed on original and all
) carbons, except when
) addressing the Director
) or his four Deputies.

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Comptroller

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE
Assistant Director
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Comptroller

1 - Admin. Files (yellow)

1 - Chrono

)
)
) Except when addressing
) the Director or his
) four Deputies, type
) on original and all
) carbons.

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Change in Office Hours

REFERENCE: Bureau of the Budget Circular No. 10,
dated 10 May 1951

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of IAC agencies.

JOHN R. DOE
Assistant Director
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Admin. Files (yellow)
1 - Chrono

)
)
) Except when addressing the
) Director or his four Deputies,
) type on original and all carbons.

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Comptroller
Personnel Director
Chief, Administrative Service

SUBJECT: Change in Office Hours

REFERENCE: Bureau of the Budget Circular No. 10,
dated 10 May 1951

1. Upon an oral request from the Deputy Director (Administration), members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE
Assistant Director
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Admin. Files (yellow)
1 - Chrono

)
)
) Typed on original and all
) carbons, except when
) addressing the Director or
) his four Deputies.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

DATE: 15 September 1951

FROM : Asst. Director for Collection and Dissemination

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R.DOE

OCD/JRD:xyz (date dictated)

Distribution:

1 - Admin. Files (yellow)
1 - Chrono

}
} Typed on original and
} all carbons.
}

Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)
THRU : Comptroller
FROM : Asst. Director for Collection and Dissemination

DATE: 15 September 1951

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated)

Distribution:

1 - Comptroller
1 - Chrono
1 - Admin. Files (yellow)

}
}
} Typed on original and
} all carbons.
}

Approved For Release 2002/05/01 : CIA-RDP78-04718A000600100006-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service
ATTN : Chief, Building and Maintenance Division
FROM : Assistant Director, OCD

DATE: 15 September 1951**SUBJECT:** Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated)

Distribution:

- 1 - Comptroller
- 1 - Chrono
- 1 - Admin. Files (yellow)

Typed on original and
all carbons.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)
THRU : Comptroller
FROM : Asst. Director for Collection and Dissemination

DATE: 15 September 1951

SUBJECT: Change in Office Hours

REFERENCE: Memo dtd 18 June 1951 fr Personnel Director to Chief,
Organization and Methods Service.

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated)

Distribution:

- 1 - Comptroller
- 1 - Chrono
- 1 - Admin. Files (yellow)

Typed on original and
all carbons.

THE LETTER

When to Use the Letter Form

The letter form is used when addressing the following:

1. Executive Offices of the President.
2. Members of Congress.
3. Officials of Government departments and agencies, except when the memorandum form is used.
4. Private individuals.
5. Private organizations.

How to Prepare a Letter

Set the margins, following the "framed picture" format.

The date (if it is to be entered) is placed in accordance with the length of the letter in the upper right-hand corner, flush with the margin.

Five lines below the date line, enter the address in block form and single spaced.

Dropping two lines, the salutation is typed. For example,

Mr. John Doe
814 Sheridan Street, N.W.
Atlanta, Georgia

Dear Mr. Doe:

The body of the letter is started two lines below the salutation.

Single spacing is used, except when the letter is very short, in which case double spacing is used. Paragraphs are indented five spaces and are not numbered. Subparagraphing is to be avoided.

Two lines below the last line of the body, type the complimentary close.

Dropping five or six lines, the signature is typed in initial caps only. The title of the official is centered in respect to the signature, and is typed one line below in initial caps.

Two lines below the signature, the enclosures are listed flush with the left-hand margin. They are typed on the original and all carbons.

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Two lines below the signature or the enclosures listing the information copies are indicated, typed flush with the left-hand margin.

Dropping two lines, the identifying office symbol and initials of the dictator and secretary and date are typed on the carbons only. These never appear on the original and "courtesy" copy.

Stamp classification, if any, according to the current CIA Security Regulations.

Prepare routing slip, receipt, and envelope, if necessary.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 September 1951

The Honorable Richard B. Randolph
United States Senate
Washington 25, D. C.

Dear Senator Randolph:

In accordance with the telephoned request from your office yesterday, I am herewith enclosing CIA application forms. If you will ask Mr. John Smith to complete these forms and return them to me, I shall be glad to have his qualifications and background considered in the light of current vacancies, and to keep you advised of the progress of his application.

Sincerely yours,

JOHN R. DOE
Legislative Counsel

2 Encl.

1. Form No. 38-1
2. Form No. 38-1A

cc: Director, Federal Bureau
of Investigation

XYZ/JRD:xyz (date dictated

Distribution:

- 1 - Admin. Files (yellow)
- 1 - Personnel
- 1 - Stayback

) Typed on all carbons retained
) in CIA. Typed on original
) and "courtesy" if so desired
) by dictator.

) Typed on all carbons retained
) in CIA.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 September 1951

The Honorable Clarence Cambell
U. S. House of Representatives
Washington 25, D. C.

Dear Mr. Cambell:

This is to acknowledge receipt of your letter of
15 May 1951, on behalf of [redacted] who has
applied for a position with this Agency.

25X1A9a

[redacted] has been requested to complete some
necessary personnel forms. As soon as these have been
received, and a determination has been made as to whether
there is a suitable vacancy for him, we shall be glad to
let you know.

25X1A9a

With appreciation for your interest in the Central
Intelligence Agency, I remain

Sincerely yours,

JOHN R. DOE
Legislative Counsel

XYZ/JRD:xyz (date dictated)

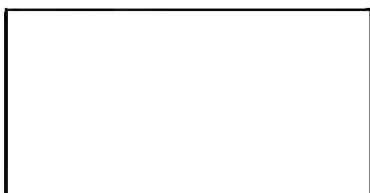
Distribution:

Orig. and 1 - Addressee
1 - Admin. Files (yellow)
1 - Personnel w. basic
2 - Chrono

Typed on all carbons,
except on the "courtesy"
copy.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 September 1951



25X1A9a

Thank you for your letter of 20 May 1951. It has been referred to the Federal Bureau of Investigation, since that Bureau is primarily interested in the internal security of the United States.

Sincerely yours,

JOHN R. DOE
Colonel, GSC

XYZ/JRD:xyz (date dictated)

Distribution:

- Orig. - Addressee
- 1 - Admin. Files (yellow)
- 1 - SCS
- 1 - Chrono

Typed on all carbons.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Mr. William F. Schaub
132 Old State Building
Washington 25, D. C.

25X1A

25X1A

Dear Mr. Schaub:

Reference is made to [] recent discussion with [] relative to a change in the schedule of work hours for the Central Intelligence Agency.

On the basis of experience during the last few months in conforming with the schedule of hours previously approved by the Bureau of the Budget, it has been determined that a change in the schedule of hours from 8:30 A. M. to 5:00 P. M. will be more practical and advantageous to the Agency. Also, a recent survey indicates that the employees of the Agency are overwhelmingly in favor of returning to these hours of duty. It is, therefore, requested that the hours of duty for this Agency be changed from 8:00 A. M. - 4:30 P. M. to 8:30 A. M. - 5:00 P. M. on a permanent basis.

Yours very truly,

JOHN R. DOE
Deputy Director

XYZ/JRD:xyz (date dictated)

Distribution:

Orig. and 1 - Addressee)	Typed on all carbons, except on the "courtesy" copy.
1 - Admin. Files (yellow))	
2 - DD/A)	
1 - Comptroller)	

SPECIAL INSTRUCTIONS FOR THE PREPARATION OF CORRESPONDENCE
FOR THE SIGNATURE OF THE DIRECTOR AND DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Stationery

The stationery used is that of the Director of Central Intelligence, or the Deputy Director of Central Intelligence.

Number of Copies

1. Original and 1 - Addressee. (If the addressee is a Government agency official or a Congressman. Do not send a "courtesy" copy to private individuals or organizations.)

2 - Signer.

1 - Yellow. Admin. Files. (Top Secret material will not be forwarded to Admin. Files. Therefore, if the material is TS, this line will read: 1-TSC.)

1 - For return to originating office
(Example: AD/NE).

Any additional copies as required for internal distribution.

Date

The date is omitted.

Format

The format is the same in all CIA correspondence.

Complimentary Close

If the Director of Central Intelligence is signing, the complimentary close is "Sincerely." If the Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely yours."

Signature

The name is centered in respect to the complimentary close, and the title is centered in respect to the name. Both are typed in lower case, initial caps.

Enclosures

The enclosures are typed on the original and all carbons, following the same regulations as set forth for all CIA correspondence.

Information Copies

Information copies are indicated on all carbons retained in the Agency. However, if the dictator so desires, the notation may be made on the original and "courtesy" copy also.

Distribution

Distribution is noted on all carbons retained in the Agency.

Classification

The classification is stamped in accordance with the current CIA Security Regulations.

Routing slips, receipts and envelopes

Routing slips

Prepare routing slips. Routing slips are prepared completely.

Receipts and envelopes

Receipts and envelopes are prepared in accordance with the current CIA Security Regulations.

All correspondence prepared for the signature of the Director of Central Intelligence or the Deputy Director of Central Intelligence, is to be complete with proper envelopes, addresses, room numbers, receipts, and if necessary, postage slips (Form No. 35-11). It is forwarded with all carbons and basic material to the Executive Registry, Administration Building.

Top Secret Material

If the material is Top Secret, the TS number is typed in the upper right-hand corner on the original and all carbon copies. If the classification is below Top Secret, a number will be given by the Executive Registry upon its receipt of the correspondence. Also, if the classification of the correspondence is below Top Secret, no number other than the ER number should be on outgoing correspondence.



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

Mr. John Doe
1905 Row Street, N.W.
Washington 16, D. C.

Dear Mr. Doe:

Here is a list of books on which we thought might be of interest to you. You have probably already read most of them but there may be a few that you will find of value.

25X1A

It was a great pleasure talking with you last week and I hope that I will have the opportunity of meeting you again sometime in the future.

With best personal regards,

Sincerely,

Walter B. Smith
Director

Enclosure

) Typed on original and all carbons.

ORR/WOL:xyz (date dictated)

)
)
)
)
)

Distribution:

2 - Signer

1 - Admin. Files (yellow)

) Typed on all carbons.



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Mr. John Doe
1905 Row Street, N.W.
Washington 16, D. C.

Dear Mr. Doe:

Here is a list of books on which we thought might be of interest to you. You have probably already read most of them but there may be a few that you will find of value.

It was a great pleasure talking with you last week and I hope that I will have the opportunity of meeting you again sometime in the future.

With best personal regards,

Sincerely yours,

JOHN R. DOE
Deputy Director

Enclosure

) Typed on original and all carbons.

ORR/WOL:xyz (date dictated)

Distribution:

2 - Signer

1 - Admin. Files (yellow)

} Typed on all carbons.

EXAMPLES OF ADDRESSES AND CLOSES

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
The President	The President The White House	Dear Mr. President: Respectfully yours,
Secretary to the President	The Honorable John Doe Secretary to the President The White House	Dear Mr. Doe: Sincerely yours,
Secretary to the President with Military Rank	Major General John Doe Secretary to the President The White House	Dear General Doe: Sincerely yours,
Director of the Bureau of the Budget	The Honorable The Director of the Bureau of the Budget Bureau of the Budget Washington 25, D. C.	Dear Mr. Doe: Sincerely yours,
Secretaries of State, Defense, the Army, the Navy, the Air Force	The Honorable The Secretary of Defense Department of Defense Washington 25, D. C.	Dear Mr. Secretary: Sincerely yours,
Secretaries of Treasury, Agricul- ture, Interior, Commerce, and Labor	The Honorable The Secretary of Labor Department of Labor Washington 25, D. C.	Dear Mr. Secretary: Sincerely yours,
Head of Department of Justice	The Honorable The Attorney General Department of Justice Washington 25, D. C.	Dear Mr. Attorney General: Sincerely yours,
Head of Post Office Department	The Honorable The Postmaster General Post Office Department Washington 25, D. C.	Dear Mr. Postmaster General: Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
<p>Heads of: General Accounting Office Government Print- ing Office Library of Congress National Archives</p>	<p>The Honorable John Doe Comptroller General General Accounting Office Public Printer Government Printing Office Librarian of Congress Library of Congress Archivist of the United States National Archives Washington 25, D. C.</p>	<p>Dear Mr. Doe: Sincerely yours,</p>
<p>Head of Independent Office</p>	<p>The Honorable John Doe Administrator, Federal Security Agency Washington 25, D. C.</p>	<p>Dear Mr. Doe: Sincerely yours,</p>
<p>Head of agency subordinate to department of inde- pendent office</p>	<p>The Honorable John Doe Governor, Farm Credit Administration Department of Agriculture Washington 25, D. C.</p>	<p>Dear Mr. Doe: Sincerely yours,</p>
<p>President or Chairman of Board or Commission</p>	<p>The Honorable John Doe President, Board of Commissioners of the District of Columbia Washington 25, D. C.</p>	<p>Dear Mr. Doe: Sincerely yours,</p>
<p>President of the Senate</p>	<p>The Honorable John Doe President of the Senate Washington 25, D. C.</p>	<p>Dear Mr. President: Sincerely yours,</p>
<p>Committee Chairman United States Senate</p>	<p>The Honorable John Doe Chairman, Committee on (name of committee) United States Senate Washington 25, D. C.</p>	<p>Dear Senator Doe: Sincerely yours,</p>
<p>Senator</p>	<p>The Honorable John Doe United States Senate Washington 25, D. C.</p>	<p>Dear Senator Doe: Sincerely yours,</p>

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Speaker of the House of Representatives	The Honorable John Doe Speaker of the House of Representatives Washington 25, D. C.	Dear Mr. Speaker: Sincerely yours,
Committee Chairman House of Representatives	The Honorable John Doe Chairman, Committee on (name of committee) House of Representatives Washington 25, D. C.	Dear Mr. Doe: Sincerely yours,
Representatives	The Honorable John Doe House of Representatives Washington 25, D. C.	Dear Mr. Doe: Sincerely yours,
The Chief Justice	The Chief Justice The Supreme Court Washington 25, D. C.	Dear Mr. Chief Justice: Respectfully yours,
Justice of the Supreme Court	Mr. Justice John Doe The Supreme Court Washington 25, D. C.	Dear Mr. Justice: Respectfully yours,
An American Ambassador	The Honorable John Doe American Ambassador London, England	Dear Mr. Ambassador: Sincerely yours,
An American Consul General, Consul or Vice Consul	John Doe, Esquire American Consul General or American Consul, or American Vice Consul Paris, France	Dear Mr. Doe: Sincerely yours,
Army Officer	(Title) John Doe, U.S.A. Department of the Army or Department of the Air Force Washington 25, D. C.	Dear (Title) Doe: Sincerely yours,
Navy Officer	(Title) John Doe, U.S.N. Department of the Navy Washington 25, D. C.	Dear (Title) Doe: Dear Mr. Doe: (below Commander in Rank) Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Governor of State	The Honorable John Doe Governor of Wisconsin Madison, Wisconsin	Dear Governor Doe: Sincerely yours,
Mayor	The Honorable John Doe Mayor of Albany Albany, New York	Dear Mayor Doe: Sincerely yours,
Doctor, President of a college or university	Dr. John Doe (Degree) President, (Institution) (Street Address) (City, State)	Dear Dr. Doe: Sincerely yours,
Dean of a school	Dean John Doe School of Jurisprudence The University of Maine (City, State)	Dear Dean Doe: Sincerely yours,
Professor	Professor John Doe (Name of School) (Street Address) (City, State)	Dear Professor Doe: Sincerely yours,
Physician	Dr. John Doe (Street Address) (City, State)	Dear Dr. Doe: Sincerely yours,
Lawyer	Mr. John Doe (Street Address) (City, State)	Dear Mr. Doe: Sincerely yours,
Corporation	(Name of Company), Inc. (Street Address) (City, State)	Gentlemen: Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
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Clergymen:

Catholic Cardinal	His Eminence John Cardinal Doe	Your Eminence:
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Catholic Archbishop and Bishop	The Most Reverend John Doe	Most Reverend Sir:
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Catholic Monsignor	The Right (or Very) Reverend Monsignor John Doe	Monsignor:
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Catholic Priest	The Reverend John Doe	Reverend Sir:
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Protestant Episcopal Bishop	The Right Reverend John Doe	Right Reverend Sir:
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Protestant Episcopal Dean	The Very Reverend John Doe	Very Reverend Sir:
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Other Clergymen	The Reverend John Doe	Reverend Sir:
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Jewish Rabbi	Rabbi John Doe, or The Reverend John Doe	Sir:
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Respectfully yours,

Other Civilians	Mr. John Doe Mrs. John Doe Miss Jane Doe Messrs. (full names) Mesdames (full names) Misses (full names) (Street Address) (City, State)	Dear Mr. Doe: Dear Mrs. Doe: Dear Miss Doe: Gentlemen: Dear Mesdames: Dear Mesdames: Sincerely yours,
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DEFINITIONS

- | | |
|------------------------------|---|
| Advice, advise | - Advice is a noun meaning counsel or suggestion. Advise is a verb meaning to give counsel or guidance or suggestion. |
| Affect, effect | - Affect is a verb meaning to influence. Effect (verb) means to bring to pass or to accomplish. Effect (noun) means result. |
| Better, best | - Say the better of two things, the best of three or more. |
| Buck slip | - Official routing slip. |
| Capital, capitol | - Capital as a noun means principal sum, wealth in general, a principal city; as an adjective it means excellent, chief, leading, admirable. Capitol is the official building of a state or country; a statehouse. When capitalized, it means the building occupied by the Congress of the United States at Washington. |
| Chain envelope | - A chain envelope is an envelope properly lined so that it may be routed from office to office by courier or messenger. It is for internal use only, and may carry documents classified from <u>restricted</u> through <u>secret</u> . This envelope effects economy as it may be used many times. |
| Consul, council, and counsel | - A consul is an official representing a government in foreign countries. A council is a meeting or conference or consultation. Counsel is advice or an adviser, usually in legal matters. |
| Continual, continuous | - Continual means repeated in regular succession. Continuous means continuing without interruption. |
| Courtesy copy | - The extra copy of a memorandum or letter accompanying the original. |
| Effect | - See affect. |
| Farther, further | - Farther refers to distance; further to time, quantity, or degree. |

DEFINITIONS - Continued

- Imply, infer - Imply means to intimate a meaning not expressed. Infer means to reach a conclusion or make a deduction.
- Indexes, indices - Both are correct as the plural of index.
- Inter-Agency - Between CIA and other departments or agencies of the Government.
- Intra-Agency - Between offices of CIA.
- Lay, lie - Lay means to place or put; lie means to recline, to remain inactive. The principal parts of lay are lay, laid, laid; the principal parts of lie are lie, lay, lain.
- Lend, loan - Lend is a verb. Loan is a noun.
- Principal, principle - Principal means chief, leader, or invested capital. As an adjective it means the highest in rank or importance. Principle is a noun only. It means truth, belief, policy.
- Regulations and Notices - The official CIA publications.
- Reproduction - The Reproduction Division where all duplicating work is done.
- Shall, will - To indicate simple futurity, use shall with the first person, and will with the second and third persons.
To express determination, promise, or volition, use will with the first person and shall with the second and third persons.
As,
 Futurity,
 Use shall with I and we
 Use will with all other subjects
Determination, etc.:
 Use will with I and we
 Use shall with all other subjects
- Should, would - Follow the same rules as those that govern shall and will.
- Sit, set - Sit means to seat or to rest. Its principal parts are sit, sat, sat. Set means to place in position; to cause to sit. Its parts are set, set, set.

LIST OF COMMONLY USED GOVERNMENT ABBREVIATIONS

IAC	- Intelligence Advisory Committee
NSC	- National Security Council
JCS	- Joint Chiefs of Staff
JIG	- Joint Intelligence Group
AEC	- Atomic Energy Commission
JIC	- Joint Intelligence Committee
USAF	- United States Air Force

25X1A

CIA	- Central Intelligence Agency
GSUSA	- General Staff, U. S. Army
AC/S, G-1	- Office of the Assistant Chief of Staff
AC/S, G-2	- Office of the Assistant Chief of Staff
AC/S, G-3	- Office of the Assistant Chief of Staff
AC/S, G-4	- Office of the Assistant Chief of Staff
MATS	- Military Air Transport Service
MSTS	- Military Sea Transport Service
MB	- Munitions Board
MDW	- Military District of Washington
NSRB	- National Security Resources Board
NWC	- National War College
EOD	- Entered on Duty
COB	- Close of Business
PL	- Public Law
PHS	- Personal History Statement (form)
37-3	- Personnel Action Request (form)
T/O	- Table of Organization

LIST OF COMMONLY USED GOVERNMENT ABBREVIATIONS - Continued

IBM	- International Business Machines
T&A	- Time and Attendance (reports)
PRC	- Project Review Committee

Note: When any of the above, or similar abbreviations are to be used in text, you must first write them out fully and follow with the accepted abbreviations in parentheses. Further reference may then be made by using only the abbreviations.